



Al Madina School of Richmond
STUDENT-PARENT HANDBOOK
2023-2024

10700 Academy Drive

Midlothian, VA 23112

Phone: 804.330.4888

Email: admin@AlMadinarichmond.org

Website: www.AlMadinaRichmond.org

رَبِّ زِدْنِي عِلْمًا

MY LORD! INCREASE ME IN KNOWLEDGE.

(20:114)

Principal's School Welcome

Assalamoalaikom Warahmatullahi wa barakatuh,

We praise Allah SWT for granting us the blessings to serve our community and take the time to welcome you to another wonderful year inshallah. Al Madina faculty and staff are excited to have our hallways filled with enthusiastic students ready to gain knowledge and take advantage of all we offer. At Al Madina, we will continue to focus on making our school mission the core of our daily work with all students with an immense focus on spirituality as decreed by Allah SWT and his Prophet Mohammad SWS.

Dear Al Madina Parents, it is with great honor that we welcome you on behalf of the Al Madina Staff to the 2022-2023 school year. We ask Allah SWT to grant us the ability to continue our mission. We look forward to a constructive and effective partnership with you to ensure our children can achieve their highest potential inshallah.

The success of students needs support from both home and school. Therefore, we look forward to this fantastic partnership that will produce excellent results on all levels and areas inshallah. We both share the responsibility for our children's success academically, socially, mentally, and spiritually; therefore, By Allah's will, we will do our very best to carry out the trust (Amanah) of responsibilities and duties towards our students. On the other hand, we ask that you guide and support your child's learning by ensuring that your child takes punctuality seriously, arrives on time, is ready for a wonderful learning experience, and completes all homework and assignments. Reading daily is a great tool to develop and improve literacy skills. Communicating school experiences with you will give you an overview of their daily school life. Please communicate with the school if you notice anything of concern so we can tackle any issues for their success.

Jazakumllahu khairan for your support, and I look forward to meeting you. Sincerely Yours

Zina Bakha
School Principal

TABLE OF CONTENTS

ALL ABOUT AL MADINA SCHOOL OF RICHMOND	6
Vision Statement	6
Mission Statement	6
Al Madina School Richmond (AMSR) History	6
Al Madina School Philosophy	6
School Accreditation	7
Board of Directors	7
Faculty and Staff	7
ADMISSIONS	9
Admission Policy	9
Admission Requirements	9
New Student Referrals	10
Current Student Enrollment	10
Financial Aid	10
COMMUNICATIONS	11
Student Files	11
Orientation/Open House	11
TADS	11
Newsletters, Announcements, E-mail messages, and Voice-mail	12
Parent - Teacher Conferences and Student Progress Reports	12
Signed Document Procedures	12
Parent Teacher Organization (PTO)	12
Grievance Procedures	13
Contacting Teachers	13
ACADEMIC PROGRAMS	14
English as a Second or Other Language (ESOL)	14
Individual Educational Programs (IEP) and 504	14
Learning, Socio-Emotional, and Physical Disabilities	14
Advanced Enrollment Programs - Middle and High Students only	14
Concurrent Enrollment Program - AMSR requirements:	15
Dual Enrollment Program - AMSR requirements:	15
Dual Diploma Program - AMSR requirements:	15
CURRICULUM and COURSES OFFERINGS	16
Pre-K Early Childhood Program (3-4 yrs old)	16
Elementary, Middle School, and High School	16

Academic Honors Curriculum:	16
QAIS (Quran, Arabic, Islamic Studies) Program:	17
High School Advanced Programs: (see Admissions for more details)	17
Homework Policy	17
Parent Assistance (at home) Guidelines	18
School Supplies	18
Lunch	18
Food Allergies	19
GRADING and REPORTING	20
Report Cards	20
Grading Correlation Charts	20
Pre-K	20
KG through Grades 2	20
Grades KG through 5	20
Grades 6 through 12	20
Academic Recognition	21
School Testing	21
Promotion and Retention	21
ATTENDANCE and ABSENCE	22
Attendance	22
Absence	22
Excused Absence	23
Extended Absence	23
Tardy Policy	24
Early Pick-Up	24
Late Pick-Up	24
Arrival and Dismissal Procedures	25
SAFETY and SECURITY	26
School Drills	26
Visitors	26
Volunteers	26
GENERAL GUIDELINES and PROCEDURES	27
Change of Contact	27
Student Emergencies	27
School Closings (Inclement Weather)	27
Field Trip Procedures	27
Photographs and Videos	28

Student Health Guidelines	28
Medications	28
STUDENT CONDUCT	29
Discipline Policy	29
Disciplinary Actions	29
School Bus Expectations	30
Technology Use	30
ACCEPTABLE USE OF TECHNOLOGY and INTERNET SAFETY POLICY	31
SCHOOL UNIFORM and DRESS CODE	33
Uniform Guidelines for ALL students	33
General School Uniform ordering - Pre-K to 12th grade	34
Middle/High School Girls Abaya Uniform	34
Gym Uniform Ordering	35
Notes for Boys:	36
Notes for Girls:	36
FINANCIAL GUIDELINES	37
Tuition and Fees	37
After School Program Fee	38
A PARENT’S PLEDGE	38
RECEIPT OF PARENT/STUDENT HANDBOOK	39

ALL ABOUT AL MADINA SCHOOL OF RICHMOND

Vision Statement

Our vision is that students will embody the Islamic values of honesty, patience, and respect for all creation. Our God-conscious school environment nurtures, empowers and prepares students to use Islamic knowledge as the guiding light for success in this life and the hereafter, inshallah.

Mission Statement

The mission of Al Madina School of Richmond is to support and develop our students academically, socially and spiritually through an outstanding curriculum offered in an Islamic environment, which will lead them to understand their roles as guardians of Allah's creation

Al Madina School Richmond (AMSR) History

Iqra Academy of Virginia - established in 1997 served Pre-K 3 and 4 year olds through 5th grade students; Located in the city of Virginia southside, Iqra Academy was a staple for Islamic Education in Richmond and surrounding counties.

Full Accreditation from AdvancED and CISNA received in 2016

Tawheed Prep School - established in 2007 served middle to high school students, grades 6 through 12th. Located minutes from VCU's campus, Tawheed Prep School worked closely with the MSA at VCU to help mold and shape the young and eager soon to be undergrad students. Full Accreditation from AdvancED received in 2016

Al Madina School of Richmond - merged in 2016 as a full time Pre-K 3 to grade 12 Islamic School which serves the Richmond area and surrounding counties..

Dual Accreditation from AdvancED and CISNA received in 2018 as Al Madina School of Richmond

Al Madina School Philosophy

"We have certainly created man in the best of stature" (95:4)

We want to foster love and thirst for knowledge so that our children will serve Allah (God) to the best of their ability and appreciate the Glory of Allah (God) in the true sense. Our courses will not just give functional literacy and allow students to think critically, but will also instill Quranic empowerment so that youngsters use their newly acquired knowledge critically in ways that complement The Almighty's creation. This is the pedagogical approach that shall be used at Al Madina School of Richmond.

School Accreditation

Alhamdulillah, Al Madina is now the only Islamic Pre K-12 school in Central Virginia that is dually accredited by two prominent, national accreditation organizations:

- MSA Middle States Association of Colleges and Schools
- CISNA: Council of Islamic Schools of North America

Board of Directors

Executive Members:

Anita Elock Chairperson
Tarek Elganainy Vice Chairperson
Amir Saeed Fundraising and Community relations.

Board Members:

Saima Saleem Secretary
Samira Surani Treasurer
Annette Khan Curriculum and accreditation
Nauman Chaudhry Strategic Planning
Jamiel Adeyola Building management
Mohammed El Fafayyoubi Building management

Faculty and Staff

Al Madina’s faculty and staff provide positive role models for students and instructional enrichment through the diversity of their world experiences.

AMSR Faculty and Staff			
Administration			
	Principal	Zina Bakha	
	Assistant Principal /Academic Advisor	Halimah Abdul-Mateen	
	Finance Manager	Sameen Rafi	
	Front Desk Assistant	Nadia Maqshar	
Elementary School		Middle/High School	
Preschool teacher	Reguia Seffah	English (Grades 8/9/10/11/12)	Olya Mariam

Preschool teacher	Monique Orr	English (Grades 6/7)	
Assistant teacher	Samar Maqshar	History / Islamic Studies	Sumaila Khan
Kindergarten	Aminah Martinez/ Malaak Saeed	Science	Robert Townsend
Grade 1	Faye Malik	Mathematics	Saoud Rashid
Grade 2 & Grade 3: Math / Science.	Saliha Aslam	Upper school Arabic	Hiba Alsalehi
Grade 2 & Grade 3: LA / Social.S	Cheryl Hackett	Elementary Arabic & Islamic Studies	Amira Bensalem
Grade 4 & Grade 5: Math / Science	Nasirah Rollins	Quranic Studies	Wafa Ben-Said
Grade 4 & Grade 5: L.A / Social.S	Javeria Mir	Quranic Studies	Tanveer Shahid
Teacher Assistant / PE Elementary	Sadaf Khan	Tafseer / Arabic and Islamic Studies Curriculum Development	Mounira El-Khayat
Technology Education			
Title I Instructor	Blair Grigg		

ADMISSIONS

Admission Policy

Al Madina School does not discriminate with regard to race, gender, religion, or national origin, in the administration of its school policies and programs. Student admission is based on the school's admission requirements:

- ❖ grade-level enrollment numbers
- ❖ academic screening
- ❖ ability to provide required student services
- ❖ passing grades per student records from the previous school

Al Madina School is a primary and secondary school (Early Childhood Pre-K through 12th grade) following the Virginia Standards of Learning (VA SOL) while providing an Islamic-based educational experience for its students. All students, regardless of religion, are required to take the full curriculum of academic courses, which include all academic subjects with the addition of Quran, Arabic and Islamic Studies. Non-Muslim students are excused from congregational prayers and the memorization of the Quran in Arabic at the parents' request. Such students are provided with English Quranic Studies as a supplement.

*All new students have a 5-week probation period which is used to evaluate the student's work ethic and academic performance. Al Madina School reserves the right to adjust grade levels based on their performance. Parents may withdraw students at this time without penalty.

Admission Requirements

- ❖ **New Student Admission:** Returning students and staff children are given priority enrollment. New admission students must submit a completed application packet **by June 30th** to take advantage of the available discounts. The packet includes:
 - Student's original Birth Certificate.
 - Immunization records with updated/current vaccinations required by the State of Virginia Health Department
 - \$75 non-refundable application fee for all new admission students, including students not enrolled the previous year
 - Signed release form for previous school records
 - Copies of transcripts and school records, including IEP or 504, if the student qualified, from all previous schools

*NOTE: All forms must include BOTH divorced parents, or the parent-guardian must provide guardianship documentation.

❖ **Grade Level Requirements:**

- **Preschool:** At least 36 months old by October 1st of the school year and fully toilet-trained
- **Kindergarten:** Children must be five years old by October 1st of the school year. Proof of previous pre-school attendance (at least 1/2 year). The Kindergarten screening is administered by Al Madina School staff.
- **Grade 1:** New students applying for first grade must be six years old by October 1st. Proof of previous Kindergarten attendance with a passing grade from a private or public school, or show home-schooled records that align with academic expectations for first grade.
- **Grades 2 - 12:** Admission for elementary, middle, or high school level requires submitting an application and participation in an academic screening administered by Al Madina School staff. Al Madina School staff will interview approved applicants. The administration makes the student acceptance decisions after the final review of the results.

New Student Referrals

We love it when our current families spread the word about their wonderful experiences at Al Madina School and encourage others to join our family's mission and vision. New families must mention the family who referred them at the time of enrollment, and the new student(s) must remain enrolled through the 3rd quarter. The referring family will then receive a \$100 (per referred student) gift card to a local retailer.

Current Student Enrollment

Re-enrollment of returning Al Madina School students from the previous year requires the following:

- ❖ Updated registration forms, including emergency contact information
- ❖ \$50.00 non-refundable re-registration fee
- ❖ Current students going into middle school or high school naturally enroll into the next school level provided they meet the academic criteria. There is no need to submit another application form, only updates to the registration.

Financial Aid

Al Madina recognizes that Islamic education is essential for all Muslim children regardless of their financial status. Insha'Allah, efforts will be made to reduce tuition for families who qualify to receive financial aid.

To be considered for financial aid, families in need must complete a Student Aid Form, which can be obtained from the school's website and submitted with all required supporting documents along with a \$60.00 (fee subject to change) non-refundable payment to FACTS (a private third party that handles all aspects of the financial aid application and verification process for Al Madina School). For more information regarding FACTS please contact the Al Madina School office or visit <https://online.factsmgt.com/signin/4L3YP>.

The following applies to all who receive financial assistance:

- ❖ Submitting an Application for Financial Assistance **does not** guarantee a financial assistance award.
- ❖ Families must submit a new Financial Assistance Application each school year before the deadline.
- ❖ If a student does not perform at grade level he/she will risk losing the financial assistance award.
- ❖ If a student shows chronic behavioral problems and fails to rectify after repeated warnings he/she will risk losing the financial assistance award.
- ❖ Financial aid **does NOT** cover any fees such as school resource, activity, testing, technology, nor dual enrollment fees. Financial aid cannot be combined with any other discounts such as sibling discounts or special discounts.

COMMUNICATIONS

Student Files

Al Madina School maintains student files on each enrolled child. Student files include pertinent information such as attendance records, academic records, end-of-semester tests, disciplinary referrals, and actions taken, as well as, medical and health records that are kept current. The Family Educational Rights and Privacy Act (FERPA) is a federal law governing the maintenance of student records. Under the law, parents of students or the students (if they are at least 18 years of age), have the right to inspect records kept by the school concerning the student and correct any inaccuracies in the documents. Standardized test scores are subject to inspection by a duly authorized representative of the State of Virginia. Otherwise, access to records by persons other than the parents, the student, and members of the school staff, is limited and requires prior notarized consent by the parents or the student.

Orientation/Open House

Student Orientation and Open House are two programs that occur prior to the beginning of the school year. These events are beneficial for students and parents to get acquainted with teachers and our educational programs. The dates and times for these events are communicated each summer.

TADS

TADS is an online school management system that allows parents to have instant access to their child's attendance and academic records. Parents and students should log into their TADS account daily to get the latest updates on a student's academic progress, homework assignments, and to check in on latest announcements and events. Parents and students can communicate directly with teachers and Administration via TADS / EDUCATE.

Newsletters, Announcements, E-mail messages, and Voice-mail

Weekly school updates and announcements are sent using the email registered with the school. Parents may also receive memos with students in their backpacks. Text messages are sent for urgent events or weather related closings. Please be sure to read these announcements so you can stay informed of school events, programs, and activities. The official means of communication is via the online TADS portal. All staff and students use @almadinarichmond.org domain emails only. Voicemail is available in the office for non-urgent information. For a prompt response, contact staff members via @almadinarichmond.org domain email.

Parent - Teacher Conferences and Student Progress Reports

Parent/Teacher conferences will be conducted 3 scheduled times during the school year coinciding with each marking period. All parents are expected to schedule a conference after the first marking period. Teachers will communicate the schedule options. Parents are able to access student report cards and progress reports in the TADS portal. Additional conferences with teachers are scheduled as deemed necessary. Please call or email the teacher to request or schedule an appointment.

Signed Document Procedures

Any documentation sent home by your child's teacher requiring a parent signature must be sent back to school in a timely manner. **Interim reports, progress reports, note to parents, parent conference invitations, suspension warnings, demerits and any other official school form must be signed and returned by the next school day.** If a parent or guardian is in disagreement about information documented on the official form or note, then the parent is expected to contact the teacher the next day to schedule a conference to resolve the issue. The conference must take place no later than two weeks from that date.

Parent Teacher Organization (PTO)

ALL parents that are registered with the school and all teachers employed by the school are automatic members of PTO. There is no need to do anything else to be a member.

PTO is a support organization under the umbrella of Al Madina School that serves to:

- ❖ Foster awareness among parents of the school needs.
- ❖ Volunteer to support school and teachers in the school activities.
- ❖ Sponsor fund-raising activities to promote the development and improvement of the school's educational program.

Al Madina's staff, parents and students are expected to be actively involved in **fundraising**. Tuition alone does not cover the cost of running the school; therefore, the school relies heavily on fundraising.

Grievance Procedures

- ❖ Parents that have an unresolved concern must **first** request a meeting (in-person or digital) with the teacher to find a mutual understanding or resolution. The parent may decide if it is appropriate to include the student.
- ❖ Should a concern not be resolved with the first meeting, a meeting request may then be made with the school principal. The office will schedule a meeting (in-person or digital) after confirmation of the initial meeting with the teacher.
- ❖ The final attempt of resolution of a concern is the option to contact the current Al Madina School Board Chair. Please include confirmation dates/times of the first and second meetings, your contact phone numbers, as well as, a summary of the concern.

Contacting Teachers

Teachers may not be interrupted during instruction. It is best to contact them using their Al Madina School email. They will respond when they are without students. If it is urgent, please contact the school office and leave a message.

ACADEMIC PROGRAMS

English as a Second or Other Language (ESOL)

New students who are not familiar with English are screened at the ESOL Welcome Center in Chesterfield County Public Schools (CCPS) to assess the student command of the English language. The result may affect grade placement or guidance to enroll in an ESOL (English as a Second or Other Language) program. Al Masina School does not have an ESOL program but eligible ESOL students may qualify to receive services from CCPS after they are admitted to Al Madina School.

Individual Educational Programs (IEP) and 504

Students that qualify for an IEP or 504 must share all documentation with Al Madina School. The Administration Team reviews all data, accommodations, and interventions to see that the school can honor all of the requirements. If the school does not have the resources to meet the accommodations, there will be a request to enroll in the student's home school. Al Madina School of Richmond is a private school and is not mandated to uphold the accommodations and interventions set in an IEP.

Learning, Socio-Emotional, and Physical Disabilities

Al Madina School does not have specific programs or facilities to meet the needs of children with a history of academic/emotional/behavioral disabilities. However, such students may still be accepted on a conditional basis. If your child is receiving services due to a disability, please submit all relevant documentation. Your child will be evaluated and placed based on his/her level of academic performance. All new students have a probationary period of 5-weeks. At the end of that period, the teacher will provide a detailed interim report to parents/guardians. Suppose the report shows your child has difficulties (academic, socio-emotional, or physical) beyond our resources. In that case, Al Madina School will refer parents/guardians to appropriate schools or professional agencies for assessment. The parents are responsible for any costs associated with this assessment. The parents/guardians may appeal this decision with the Admin Team. Students with special needs that were not disclosed at enrollment will be reassessed for appropriate placement and programming.

Advanced Enrollment Programs - Middle and High Students only

Students who demonstrate advanced academic work at the middle school/high school level have the option to choose one of the following advanced programs to get a head start on their college career upon administration approval:

- ❖ Concurrent Enrollment Program
 - Al Madina School students in 11th or 12th grade that meet the criteria, can take classes in the Virginia Community College System (VCCS). The classes are in addition to the Al Madina School high school curriculum and only count toward college credit.

- ❖ Dual Enrollment Program
 - Al Madina School students in 11th or 12th grade that meet the criteria, can take college-level classes in the Virginia Community College System (VCCS) that fulfill both high school and college requirements for high school and in-state college credits.. The college classes can transfer to a four-year college or prepare for a career.

- ❖ Dual Diploma Program
 - Al Madina School students in 11th or 12th grade that qualify are enrolled exclusively in the Dual Enrollment Program. Enrolled AMSR students join a group of students that will earn a two-year associate degree and graduate high school at the same time.

Concurrent Enrollment Program - AMSR requirements:

- ❖ Must attend Al Madina School for at least one full year
- ❖ Must have a **cumulative** 3.0 GPA or higher; no assignment grades below a C or 70%
- ❖ Two letters of recommendation
- ❖ Approval from a school Administrator
- ❖ Satisfactory PSAT, SAT, or ACT scores
- ❖ Complete VCCS Concurrent Enrollment application process
- ❖ Must pay Al Madina School tuition and fees in addition to the VCCS class tuition.

Dual Enrollment Program - AMSR requirements:

- ❖ Must attend Al Madina School for at least one full year
- ❖ Must have a cumulative 3.0 GPA or higher; no grades below a C or 70%
- ❖ Three letters of recommendation; at least one from a core academic teacher
- ❖ Approval from a school Administrator
- ❖ Must pass the VCCS placement test (VPT) at the end of 10th or 11th grade
- ❖ Satisfactory PSAT, SAT, or ACT scores
- ❖ Complete the Dual Enrollment application process
- ❖ Al Madina School tuition and fees are reduced based on the number of enrolled VCCS classes; must pay the VCCS tuition and fees.
 - 529 education investment account may be used for paying VCCS tuition and fees as a high school student. Please check with your 529 account agent for details.

Dual Diploma Program - AMSR requirements:

- ❖ Must attend Al Madina School for at least one full year
- ❖ Must have a cumulative 3.0 GPA or higher; no grades below a C or 70%
- ❖ Three letters of recommendation; at least one from a core academic teacher

- ❖ Approval from a school Administrator
- ❖ Must pass the VCCS placement test (VPT) at the end of 10th
- ❖ Satisfactory PSAT, SAT, or ACT scores
- ❖ Complete the VCCS Dual Enrollment and Associate Degree process
- ❖ Graduate Al Madina School with a high school diploma; graduate VCCS with an Associate Degree
- ❖ Al Madina School fee-only (no tuition); must pay the VCCS tuition and fees
 - 529 education investment account may be used for paying VCCS tuition and fees as a high school student. Please check with your 529 account agent for details.

***NO CLASSES TAKEN BY ANY STUDENT WITHOUT PRIOR AL MADINA APPROVAL WILL RECEIVE CREDIT.**

CURRICULUM and COURSES OFFERINGS

Pre-K Early Childhood Program (3-4 yrs old)

Early childhood education is critical to the success of students in their academic careers. Engaging children in high-quality early learning experiences builds school developmental readiness skills, and knowledge needed for kindergarten success.

The Al Madina School Early Childhood curriculum provides a variety of opportunities to interact with other children to build the social, emotional, and academic skills necessary for school achievement. The comprehensive program includes the appropriate development of reading, math, social science, Arabic, Quran studies, personal and social skills. It is expected that students will demonstrate the academic and social skills that model school readiness at the completion of the program. Students going to Kindergarten the following year will be assessed to measure their level of readiness.

Elementary, Middle School, and High School

Academic Honors Curriculum:

Virginia Standards of Learning provides an academic curriculum framework for English/Language Arts, Mathematics, History/Social Studies and Science.

- ❖ Grades K-3 complete a half acceleration program that includes half of the next grade's curriculum.
- ❖ Grades 4-10 complete a one-year acceleration program.

QAIS (Quran, Arabic, Islamic Studies) Program:

Bureau of Islamic Studies and Arabic Education's (BIAE) guidelines provide the standards framework for

- ❖ Quran Studies (memorization, proper recitation, reading, etc.),
- ❖ Arabic studies
- ❖ Islamic Studies

High School Advanced Programs: (see Admissions for more details)

- ❖ Concurrent Enrollment
- ❖ Dual Enrollment
- ❖ Dual Diploma

Homework Policy

Al Madina believes that homework assignments are a part of the learning process. The purpose of homework is to practice what was taught in the classroom and to reinforce learning. Homework also helps students to develop independent learning skills, responsibility, and a commitment to learning. Continued failure to complete homework assignments will result in disciplinary action and possible school suspension.

Homework will be posted by the teacher in Google Classroom and TADS by 5 p.m. each day. Consider the following as a **general guide/framework** for the estimated length of time your child should spend daily on homework:

GRADE	HOMEWORK TIME LENGTH - TOTAL (not including projects, or daily reading)
Kindergarten	15 - 20 minutes (only if homework is given)
Grade 1 and 2	15 - 30 minutes
Grade 3 to 5	30 - 60 minutes
Grades 6 to 12	2 hours

All students (KG and up) are required to read at least 15-30 minutes every day. This is the best way to improve reading and comprehension skills. Time spent reading aloud by a family member is highly beneficial for younger students and a great model for all readers.

It is the student's responsibility to keep up with his or her homework and turn it in to the teacher on time. Homework submitted one day late (after the expected date) is given partial credit*. Late homework loses 2 points for each day it is late, in addition to the earned grade, not to exceed 50%. Work not turned in by the

end of the marking period receives no credit. Parents will receive calls or may be called in to speak with the teacher if homework assignments are not met (based on teacher requirements).

*Parents must call teachers **in advance** of long absences for homework expectations during the absence.*

Parent Assistance (at home) Guidelines

- ❖ Parent - student conversations, things to say:
 - Ask questions. Be sure you understand your assignment.
 - Try your best to do the work, always give good effort
 - Be as neat and organized so others can understand your work
 - Be a good listener and follow the directions
- ❖ Schedule study time so that projects and long-term assignments are completed over a period of time.
- ❖ Provide a good study environment for your student with few distractions, proper lighting, and supplies.
- ❖ Encourage your student to keep an assignment notebook, check it daily.
- ❖ Help your student to prioritize and to manage time wisely.
- ❖ Encourage and support your child by validating their feelings of frustration and confusion and by clarifying their assignments.
- ❖ Take a positive interest in homework and school. Ask your child what he/she is learning and be a good listener. If problems arise, encourage your child to ask questions or call the teacher at school.
- ❖ Be aware of frustrations, procrastination, and weak organizational skills. Alert the teacher.
- ❖ Your student, with some parental guidance if needed, must complete all homework.
- ❖ Parents are not expected to teach or do any of the assignments, but they may support.

School Supplies

Prior to the beginning of the school year, parents will be provided with a list of supplies to send to school with their student. Parents are welcome to bring the supplies at the school's Open House. In addition, specific class requests may be suggested. Visit [HERE](#) for your child's supply lists.

Lunch

General guidelines for lunch:

- ❖ Parents/Guardians are required to supply a lunch box or bag with your student's full name clearly marked on it
- ❖ It is the family's responsibility to provide an ample, nutritious snack, lunch, and beverage(s) for your student
- ❖ Hot lunches may be an option pending the schedule of vendors. Information will be shared with parents in advance for confirmation

- ❖ For students who forget their lunch, the school can provide an ‘emergency lunch’ of crackers, fruit cups, and juice
- ❖ The school ***cannot*** provide cooking facilities, refrigeration, or warming of food in a microwave for the students
- ❖ A **plastic** thermos is necessary. Do not send anything glass for safety
- ❖ Please **do not** send candy to school in your child’s lunch bag
- ❖ **NO** soft drinks or any other type of canned drinks are allowed
- ❖ **NO BIRTHDAY CELEBRATIONS PERMITTED**
- ❖ Teachers are not responsible for peeling fruit or cutting food for students. Parents must peel all fruits and pack lunches and snacks that are easy for students to eat
- ❖ Please provide plastic utensils for your child. The school does not provide utensils for students
- ❖ Teachers will gently encourage your child to eat during lunch time, however, they will not be responsible for the amount of food the child eats

Please Note The Following:

Al Madina School does not permit the celebration of birthdays in the school. Any form of treats for students **MUST** have approval by the classroom teacher and administration. Anything not approved is declined and returned to the parent.

Food Allergies

Food allergies are a growing concern in schools across America. This is a major health issue that can result in life threatening situations. At Al Madina School, safety for all individuals is our priority. For the safety of students with nut allergies, No Nut food or snacks are allowed. **Students may NOT share any food with other students at any time for everyone’s safety.**

GRADING and REPORTING

Report Cards

Report Cards are issued to all students at the end of each 9-week period (quarter). Parents must review, sign, and return them to the homeroom teacher within 2 days. We encourage parents to schedule conferences with teachers to discuss their children’s academic progress throughout the year. Parents are welcome to communicate questions/concerns/ideas with the teachers via TADS.

Montessori Pre-K Parents will be given progress reports.

Grading Correlation Charts

Pre-K

Symbol	Meaning	% Range
M	Mastered	100
L	Learned	75
I	Introduced	50
N	Needs Improvement	25

KG through Grades 2

Symbol	Meaning	% Range
E	Excellent progress with independence and consistency	90-100
S	Satisfactory progress	80 - 89
M	Minimal progress	70- 79
N	Not meeting expectations	60 - 69
X	Needs Improvement	below 60

Grades KG through 5

Symbol	Meaning	% Range
A	Excellent	90-100
B	Very Good	80- 89
C	Satisfactory	70 - 79
D	Minimal Progress	60 - 69
F	Needs Improvement	Below 60

Grades 6 through 12

Symbol	Meaning	GPA	GPA Honors/Dual Enrollment	% Range
A+	Excellent	4.5	5.0	97-100
A	Excellent	4.0	4.5	90-96
B+	Very Good	3.5	4.0	86-89
B	Very Good	3.0	3.5	80-85
C+	Satisfactory	2.5	3.0	76-79
C	Satisfactory	2.0	2.5	70-75
D+	Minimum Passing	1.5	2.0	66-69
D	Minimum Passing	1.0	1.5	60-65
F	Failing	0.0	0.0	Below 60

Academic Recognition

Students in grades one through twelve will be recognized for great efforts and excellent achievements as such:

- ❖ **High Honors** - is awarded to students in grades 3-12 with **all A's only** on their report cards and grades Kindergarten-2 students with **all E's** in English/Reading, Mathematics, History/Social Studies, and Science
- ❖ **Honors** - is awarded to students in grades 3-12 with **only A's and B's** and grades Kindergarten-2 students with only E's and S's. in English/Reading, Mathematics, History/Social Studies, and Science
- ❖ **Honor Roll** status - is awarded to students in grades 6 - 12 with **grades B or above in all classes** as entered on their official report cards.

School Testing

Al Madina School administers a national standardized assessment three times in each school year to students in grades KG-12. (Pre-K will be exempt from this testing.) The assessment measures student achievement in the areas of English, Language Usage, Mathematics, and Science in grades KG - 5 and English, Language Usage, and Mathematics in grades 6 -12.

Quran/Arabic/Islamic Studies: End of Grade (EOG) examinations will be administered in these subjects, as a cumulative assessment of the lessons taught during the year. This testing will follow the academic standardized testing.

Promotion and Retention

Students whose reading and/or math achievement is significantly below grade level expectations (benchmarks) are subject to retention in that grade level. Parents will be informed by the Principal of the decision during the last 9 weeks of school. Factors such as maturity, developmental readiness for learning, age, and special learning concerns are considered in determining what is most appropriate for the student. The final decision for promotion or retention lies with the administration.

Students who fail any subject (a grade below 60%) must:

- ❖ Complete summer work requirements assigned by the teacher. Al Madina School may provide summer courses in certain subjects for middle and high school students.
- ❖ Receive approval by the administration before returning to school
- ❖ Completed summer work is submitted no later than **ten days before** classes begin
- ❖ Must receive a passing grade of 65% or higher on a test in the failing subject to receive class credit
- ❖ 1st - 5th grades, failing subjects cannot be English/ Language Arts or Mathematics, nor can they be **both** Science and Social Studies
- ❖ 6th - 12th grade, failing subjects cannot be English/ Language Arts, nor can they be 2 or more of the core classes/subjects

Failing any elective subject may result in repeating the subject. In grades 6 - 12, failing an elective subject will result in not earning credit for the subject toward graduation diploma; the credit can be earned by re-taking the subject and passing.

Al Madina categorizes each subject as follows:

- Core subjects: English/Language Arts, Mathematics, Science, and Social Studies
- Elective subjects: any subject that is not core subjects, this includes Quran, Arabic, Islamic Studies, Art, Physical Education, Technology, and any other subject that may be offered which includes Concurrent Enrollment classes

Students will also need to meet the attendance requirement for promotion to next grade level. The state compulsory attendance law allows for legal action, if necessary, for excessive absences. A student who is absent more than 18 days or 10% of the school days in a year may not be given credit for the academic year, unless proper documentation is provided that validates the reason for absence (see the next section).

ATTENDANCE and ABSENCE

One very important aspect of an education for Quranic empowerment is punctuality and The Almighty speaks to this aspect of His Creation in the above *ayat*. For our children to assume positions of world leadership this characteristic is essential.

Attendance

There are 180 required days of school. Regular attendance is necessary for effective learning and achievement. School begins at 8:00 am and ends at 3:35 pm. **Students arrive 8:00 - 8:15 am.** See the school calendar for dates of events. Prompt attendance is necessary for your child to maintain satisfactory progress. Students are expected to attend each day school is in session. Attendance records are considered legal documents.

Absence

In the case of absence, here is what is required:

- ❖ **absent 1-3 days** - requires a written explanation from a parent/guardian only explaining the absence, delivered upon the day of student's return
- ❖ **absence 3 or more days** - requires a written explanation from the doctor's office
- ❖ **absence due to travel** - requires a written request from the parent/guardian **two** weeks in advance. Students and parents/guardians are responsible for collecting all assignments in advance, to be delivered the day of return to school.

❖ **Absent more than 18 days** or 10% of the school days in a year may not be given credit for the academic year, unless proper documentation is provided that validates the reason for absence. Students are also responsible for making up any missed school work upon return. Please use parent/guardian (registered) email to contact the school at admin@almadinarichmond.org and the homeroom teacher.

Absences should be for legitimate reasons (illness, medical and dental appointments, death in the family etc.) only. Try to make appointments outside of school hours. If a student's absence is due to a contagious illness (measles, lice etc.) the school requires a doctor's note stating that the student's return to school does not endanger others.

Excused Absence

- ❖ Illness (over 3 days needs a physician's note)
- ❖ Medical / dental appointments
- ❖ Death in the **immediate** family
- ❖ Extenuating circumstances as determined by the school administration*
- ❖ Hajj or Umrah

* *at the discretion of the Administration*

All other absences will be considered "Unexcused".

If a student misses 10% of the school days in a year (**18 days out** of the school year), the following procedure will be followed for excessive absence:

- ❖ The student may be retained (i.e. held at the same grade level for the upcoming year)
- ❖ The student may be dismissed
- ❖ Administration may report absences to the Juvenile and Domestic Relations Court

(A reminder note will be sent home when a student reaches 15 days)

Extended Absence

Extended absence applies when a student misses more than **seven (7) consecutive** school days for an absence,

"Consecutive school days" are those that occur all at once or precede/follow the fall, winter, or spring school break. Parents are ultimately responsible for their child's education and attendance and must sign an **Extended Leave Request Form** to that effect.

Students missing **more than seven (7)** consecutive school days:

- ❖ Parents are responsible to pay all tuition and fees during the child's extended absence from school.
- ❖ Excused extended absence - Parents are required to pay an **extended absence fee of \$150.00** per student

- ❖ Unexcused extended absence - Parents are required to pay an extended absence fee of \$200.00 per student
- ❖ Parents are required to notify the office and students' teachers in writing at least **two (2) weeks** in advance, unless it is an emergency.
- ❖ All make-up work must be completed within seven (7) days of return to school for the students to receive credit for the student work.
- ❖ Students will receive an Incomplete (I) until all make-up work is completed.
- ❖ All work that is **not** made up within seven (7) days of return to school receives a failing grade of 58%.

In addition to the above policy, students who have excessive absences due to vacation/traveling or choose to take off from school more than 7 consecutive days at the end of the school year may receive an incomplete (I) for a grade on their report card. Incompletes may not be changed unless special arrangements are made with the principal and the teacher. Please be aware that June tuition is still due for students who are absent at that time.

Tardy Policy

Students are expected to arrive at the school between 8:00 a.m. and 8:15 a.m. All students should report directly to their homerooms. A student is **considered tardy at 8:20 a.m.** Parents must park and sign in their child at the front desk for a tardy pass before the student may go to his/her class. The bell will sound and the morning du'a will begin. Homeroom begins at 8:15 a.m. and the first block class starts at 8:30 each morning.

The student is responsible for all missed work due to tardiness within two days. We highly recommend that families who are car-pooling should assess and set exact pick-up times for each student.

Early Pick-Up

In case of early pick-up (e.g. medical appointments), parents or guardians must report to the School Office. Prior to arrival, parents should send a note to the teacher and also inform the administration regarding the early release. **Parents may NOT go directly to the classroom for their child.** They must also sign the early release roster before picking up their child.

Late Pick-Up

Late Pick-up Fee: Unless notified otherwise, all students will be **dismissed at 3:35 p.m.** If any student is not picked-up within 15 minutes of dismissal, parents will be charged a **ten dollar (\$15.00) childcare fee** per half-hour per child.

Arrival and Dismissal Procedures

In order to ensure the safety of our students and to have an efficient dismissal and arrival procedure, we need your cooperation during morning drop off and after school pick up. We kindly ask you to be respectful of our guidelines and follow the procedures during arrival and dismissal.

Be advised, **8:00 a.m.** is the earliest students should arrive. You may not drop off students before this time as there is no supervision available.

Arrival Procedure:

Parents dropping off their children in the mornings are to enter the parking lot and follow the drop off loop and the orange cones. Students follow aides to the front of the school. Drivers then exit the school grounds by following the orange cones back onto Academy Drive. **If you must come in for a scheduled conference or to speak with the front office, please park in spaces furthest away from the front entrance. Front parking spaces are reserved for staff, deliveries, and handicapped only.**

Please have children ready to exit the car when you arrive.

- ❖ Have books, lunch bags, etc., ready.
- ❖ Exit cars and walk directly into the school building.
- ❖ **Long departing conversations should be avoided.**
- ❖ **Parents should not leave their car.** Staff will be on duty to help parents get their children into the building.
- ❖ Parents who plan to visit the school office should park their cars in the visitor area after 8:30 a.m.

NOT ADHERING TO THE <25 MPH SPEED LIMIT may result in a traffic ticket. Please be considerate of our neighbors.

Dismissal Procedure:

The same procedure should be followed for student pick up. **Dismissal time is 3:35 pm;** students will **NOT** be dismissed before dismissal time.

- ❖ **Parents should stay in their cars at all times.**
- ❖ Students wait patiently in their classrooms until dismissal time and listen for their names / numbers to be called on the intercom system.
- ❖ Once student names / numbers are called the teachers will send the student(s) out to the front.
- ❖ Staff assist to direct traffic. Please follow the flow of traffic.
- ❖ When the cars have stopped completely, children may walk to their cars.
- ❖ Parents should only leave their vehicle if they need to secure a child in a safety seat.
- ❖ If you must come into the building, please park in the visitor area after 3:00 pm.
- ❖ **Children are not allowed to play, or run in the parking lot or around the building.**

Children who have not been picked up by 4:00 p.m. will be sent to After School Care at the parent's expense. (After 4:00 pm.Late Pick-Up fees are \$15 per 1/2 hour).

PLEASE ABIDE BY THE <25 MPH SPEED LIMIT, as police will issue tickets for this violation.

SAFETY and SECURITY

School Drills

Al Madina School of Richmond is committed to providing a safe environment to our students and staff and makes sure that all precautions and training are conducted to keep our students and staff safe in adverse situations. The school message is not to create fear but to be calm and prepared for anything with practice. The following mandatory list provides some required measures taken every year to safeguard our students and staff:

- Six fire drills
- One severe weather drill
- Two lockdown or intruder drills
- One bus evacuation for the entire school.

Visitors

Parent visitors in the school during non-instructional times are welcomed only if pre-arranged or scheduled by the classroom teacher.

- ❖ All visitors must have approval in advance by the teacher or school designee.
- ❖ All visitors must check-in at the school's office, obtain permission, sign consent form, and receive a visitor's pass.
- ❖ Visitors must wear their Visitor's Pass at all times while at the school premises. Everyone must conduct themselves in a manner that is not disruptive, threatening, or abusive. **If any visitor is disruptive, threatening, or abusive in any way they will be asked to leave the building immediately.**

**Loitering in and around the school premises is prohibited.*

Volunteers

School volunteers are welcome to support students, teachers, or the school community.

All volunteers must:

- ❖ Register - complete a volunteer registration form
- ❖ Be approved - be cleared via the Sex Offender and Crimes Against Minors Registry
- ❖ Be scheduled - permitted or approved by classroom teacher or school office
- ❖ Signed in - escorted to office to sign-in in the Volunteer Log and receive a "Volunteer Pass" to be worn at all times while in the school
- ❖ Sign out - sign-out in the Volunteer Log before leaving school property

GENERAL GUIDELINES and PROCEDURES

Change of Contact

It is very important for the school to be able to contact parents by telephone, mail, or e-mail at all times. Parents/guardians must notify the school of any change of address, email, or home/business/cell telephone numbers as soon as possible

Student Emergencies

If it becomes necessary for a child to go home due to injury, illness, or discipline, the child's parent/guardian will be contacted.

- ❖ Parent/guardian must come to school to pick up the child immediately
- ❖ If parent/guardian is not accessible, the emergency person listed is contacted
- ❖ A designated pick up person - Parent/guardian must send an email to the office immediately
- ❖ Any designated person must have their ID to be checked in the office
- ❖ Parent/guardian is notified if 911 is necessary
- ❖ If there is a medical emergency, student must return to school with a doctor's note of approval

School Closings (Inclement Weather)

To receive information on school closure or late openings due to inclement weather check the following for communication:

- ❖ School Email
- ❖ School Text
- ❖ School Website
- ❖ School Facebook
- ❖ TV news channels - 6 (CBS), 8 (ABC), 12 (NBC)

Field Trip Procedures

Various field trips are intended to add variety and interest to the educational experience and to serve as tools for teaching and reinforcing information learned in the classroom. The signed Field Trip Release Form, signed in the registration packet) provides student permission to participate in field trips and it serves for the current school year while your child is enrolled in Al Madina School.

- ❖ Any student who does not have a signed authorization will not be permitted to accompany his/her classmates and will be assigned to remain at school during the field trip
- ❖ Notify the school office if there is any change
- ❖ Reminders and details will be shared by the teacher prior to events

Photographs and Videos

Photos and videos are taken of our classrooms and students during the school day and at Al Madina events for the school yearbook, individual and class school photos and are considered the property of Al Madina School of Richmond.

- ❖ Many of those photos and videos are also used for presentations at various programs, on the school website, and in our printed school brochures and other school materials.
- ❖ Parents or guardians sign a CONSENT AND RELEASE FOR FILM, PHOTOS & VIDEOTAPE Form.
- ❖ **This authorization form will serve for the entire school year.**
- ❖ We ask that families take photos of ONLY their child, for the safety of others.

(Al Madina will be diligent to ensure not to include students whose parents do NOT want their child's photograph etc. taken but may not be held liable in the event of an oversight.)

Student Health Guidelines

- ❖ **Any child with a temperature > 99.5 F/37.2 C should not attend school until he/she is without a fever for at least 24 hours, without any medication**
 - **If your child has a fever, do not send them to school medicated**
- ❖ Head-lice are common among schoolchildren. It is not a reflection of a person's state of cleanliness
 - Seek appropriate treatment and remind children not to share brushes, combs, ribbons, hijabs, etc.
 - Please do not send your child to school if you suspect head lice. Students will be sent home if head lice is suspected
- ❖ Any child with a contagious disease such as ringworm, impetigo, conjunctivitis (pink eye), chicken pox, or tuberculosis, COVID-19 is not permitted to attend school
 - A letter from a physician stating medical clearance is required when the student returns to school
- ❖ If a student becomes ill at school, the administration will notify the parents/guardians by telephone as soon as possible
 - Parents should arrange for student pick up immediately

Medications

It is important that the school staff is made aware of any students with any health or medical issue(s).

- ❖ School policy prohibits school staff from administering any medication to students without written permission from the parents and written directions from the physician. A form must be completed by the parent and kept in the office.
- ❖ Medication must be in the original container dispensed by a pharmacy with the student's name, name of medication, the date the prescription was filled, and directions clearly marked

STUDENT CONDUCT

Who receiveth guidance receiveth it for his own benefit: who goeth astray doth so to his own loss: no bearer of burdens can bear the burden of another: nor would We visit with Our Wrath until We had sent an apostle {to give warning}. (17:15)

The purpose of discipline policy is to ensure a safe, positive learning environment, while taking into consideration the behavioral development of each child. The aim of disciplinary measures is to correct the students and to help them learn from their mistakes.

Discipline Policy

Al Madina School expects every student to be a positive and successful learner. When behavioral choices negatively impact the teaching and learning process, appropriate consequences are implemented. Therefore any conduct that violates positive academic progress will not be tolerated.

Any issues of misbehavior are addressed by the classroom teacher. The teacher will contact parents if an inappropriate behavior continues to be disruptive. Students that demonstrate continue to misbehave or do not respond to the teacher are then sent to an administrator for redirection and consequence. It is the primary purpose of school staff to help students turn their behavior around. Parents are included in a student behavior plan if a plan is necessary.

Parents are notified promptly of detention, or school suspension by either the teacher or the school office.

Disciplinary Actions

After School Detention:

An after school detention is a disciplinary action taken by school personnel which requires a student to remain after school on a designated date for 45 minutes in the classroom. It is the responsibility of the parent to arrange transportation for their child serving detention.

Suspensions:

- ❖ A suspension is a disciplinary action taken by school officials, which temporarily prohibits a student from attending classes or being on the school campus. The length and type of the suspension varies from one to five days depending on the offense.
- ❖ **In-School Suspension** - served in the school during school hours. The student completes learning tasks in a supervised learning environment, separate from other students, to be submitted to teachers at the end of the day for credit. Action taken by the administration
- ❖ **Out-of-School Suspension** - served at home during school hours. The student completes learning tasks at home, and all tasks are submitted to the teachers the day of return to school for credit. Action taken by the administration
- ❖ **Expulsion** - action taken by the school board that prohibits a student from attending classes and any school activities on the school campus for the remainder of the school year.
 - Expulsion from Al Madina will result in the loss of your privileges to attend school or extracurricular activities.

School Bus Expectations

Students are expected to follow all bus rules and procedures required by the driver:

- ❖ Students will follow directions from the driver.
- ❖ Students will safely wait for, board, and exit the bus at assigned bus stops.
- ❖ Students will remain properly seated.
- ❖ Students will keep hands, head, arms, and legs away from windows.
- ❖ Students will talk quietly. Loud voices and profanity are prohibited.
- ❖ Students may not eat, drink, or chew gum on the bus.
- ❖ Students will not throw ANY objects on the bus or out of bus windows.

Failure to comply with the following bus rules will result in suspension from the bus. If suspended from the bus, families are expected to make transportation arrangements.

Parents are expected to check daily schedules, through the app designated at the start of the school year and **ARRIVE ON TIME FOR DEPARTURE AND ARRIVALS.**

****Please note:** Parents, drivers and students may experience a delay in the first 3 weeks of school. These delays normally work themselves out as a sense of normalcy sets in.

Technology Use

- ❖ Personal Devices (including cell phones) are **PROHIBITED** from use at school, unless approved by the classroom teacher for instructional use **ONLY**. Parents will be notified in writing when or if permission is granted with the details.
- ❖ Students found using personal devices will receive one of the following:
 - asked to put away from sight and use
 - confiscated and held at the office to be picked up at the end of the school day
 - parents called to pick up the device from the office

Al Madina provides all students access to the Internet, and technology devices, as a means to enhance their education. It is important that students recognize the limitations the school imposes on student technology use. All students and parents/guardians are responsible for recognizing and adhering to the Acceptable Use of Technology and Internet Safety Guidelines. Please read and sign acknowledgement of the guideline expectations of all of our students.

*Internet/device access may be revoked if students are not following policy

ACCEPTABLE USE OF TECHNOLOGY and INTERNET SAFETY POLICY

(in accordance with Children's Internet Protection Act [CIPA])

*Read the ACCEPTABLE USE and INTERNET SAFETY POLICY prior to signing the Agreement at the end of the handbook. If you have any questions about this policy, contact the Principal.

TERMS OF THE ACCEPTABLE USE and INTERNET SAFETY POLICY

Specifically, the student:

- ❖ Should use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.
- ❖ Must adhere to guidelines each time the Internet is used at home and school.
- ❖ Should make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.
- ❖ Must use appropriate language in all communications. The student should not use profanity and should avoid offensive or inflammatory speech. The student should not participate in “Cyber Bullying” such as personal attacks and/or threats on/against anyone using these resources. The student should report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) observed while using school-owned technology.
- ❖ Must abide by copyright laws and should only download other files to a school-owned computer, including laptop, that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- ❖ Should use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.).
- ❖ Should respect the privacy of others. The student should re-post (to make appear online again) communications only after obtaining the original author's prior consent.
- ❖ Should use technology for school-related purposes only during the instructional day.
- ❖ Must not make use of material (files) or attempt to locate material (files) that are unacceptable in an Islamic school setting. This includes, but is not limited to, graphically violent images, sounds, music, language, video or other materials (files). The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned computers should be free at all times of any graphically violent images, sounds, music, language, video or other materials (files).
- ❖ Should not access or attempt to access instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication, during school hours.
- ❖ Should not attempt to discover passwords or to control access to the Internet or the computer network.

- ❖ Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.
- ❖ Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called “executable files” or *.exe files.
- ❖ Must not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.
- ❖ Should not knowingly introduce or knowingly allow the introduction of any computer virus to any Al Madina School computer.
- ❖ Should not connect a personal, non-school-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of the Al Madina School of Richmond network (local area network “LAN”).
- ❖ Should not share passwords with anyone for any reason .
- ❖ Should make every effort to keep all passwords secure and private.
- ❖ Should not download, upload, import or view files or websites that purport the use of violent behavior except school-approved, teacher-supervised digital media.
- ❖ Should not bypass or attempt to bypass Al Madina School filtering software.

**Internet/device access may be revoked if students are not following policy

***Please see page 40 for your signature and acknowledgement of the agreement.

SCHOOL UNIFORM and DRESS CODE

O children of Adam! wear your beautiful apparel at every time and place of prayer:

eat and drink: but waste not by excess for Allah loveth not the wasters. (Quran 7:31, Yusuf Ali)

O Prophet! Tell thy wives and thy daughters and the women of the believers to draw their cloaks close round them (when they go abroad). That will be better, so that they may be recognized and not annoyed.

Allah is ever Forgiving, Merciful. (Quran 33:59, M. Pickthall)

ALL STUDENTS IN GRADES KG - 12 ARE REQUIRED TO WEAR THE APPROPRIATE SCHOOL UNIFORM.

The expectation to maintain a modest and equitable school community for our students focused on a positive learning environment, and does not encourage vanity or competition based on socio-economics. Our objective is to establish a habit of dress that is neat, modest and practical. The uniformity that we desire is in the taqwa in our hearts and extends far beyond the clothing that we wear.

Uniform Guidelines for ALL students

- ❖ The uniform is a statement of professionalism and pride for the Al Madina School student. This is enforced daily
- ❖ Uniforms must be worn Monday through Friday. Only uniforms complying with Al Madina School dress code are acceptable, Hijab is encouraged by fourth grade and mandatory by fifth through twelfth grade.
- ❖ Students not in full uniform may be sent home to change and will be expected to return to school or be marked "unexcused" absence
- ❖ Students must wear the school uniform on field trips, to readily identify them as part of our school group
- ❖ You will be informed if students may wear other appropriate clothing instead of the uniform for a special occasion (e.g. school Eid Party etc.)
- ❖ Gym Uniform is only to be worn on Gym Days for all students in KG-G5 **ONLY**
- ❖ A new student (one who doesn't start the first day of school) has two weeks - including weekend) to acquire the school uniform in its entirety
- ❖ During the fall and winter months, the sweater or jacket worn (not coats) should be solid black or maroon/burgundy (no red) with no endorsements on outer wear; **NO HOODIES ALLOWED**
- ❖ Proper hygiene should be maintained at all times

In order to maintain private school standards, parents of Al Madina School of Richmond will order uniforms from the following sites provided:

General School Uniform ordering - Pre-K to 12th grade

FRENCH TOAST - <http://www.frenchtoast.com/>

(use Al Madina School of Richmond's code **QS5JLWQ**).

If you do not have access to the internet, you may place your orders by calling French Toast:

1-800-FRENCH TOAST (1-800-373-6248).

❖ **GIRLS**

- Jumpers (khaki) girls Item# 1285G
- Pants (khaki) girls Item# 1315G

❖ **BOYS**

- Pants (khaki) boys Item# 1519F
- Shirts (burgundy) boys (Short Sleeve or Long Sleeve)

Some French Toast items may be available at JCPenney, K-Mart, or Burlington stores.

THE HIJAB STORE -

<http://www.thehijabstore.com/classic-school-girl-two-piece-stretch-jersey-al-amira-hijab/>

- ❖ HIJAB (all cotton/ 2 piece) SKU: girl20classic

Middle/High School Girls Abaya Uniform

KABAYARE FASHION - <http://www.kabayarefashion.com/maroon-milk-silk-maxi-dress.html>

- ❖ Maroon Milk Silk Maxi Dress: Items ship in 2 DAYS!!
 - Measure your child! & Save your receipt for exchanges
 - Choose the item in [(Short) for shorter students]:

<http://www.kabayarefashion.com/maroon-milk-silk-maxi-dress-short.html>

***Please add your hijab--- CHOOSE MAROON OR MOCHA OR BOTH

- ❖ Maroon Milk Silk Hijab: <http://www.kabayarefashion.com/maroon-milk-silk-hijab.html>
- ❖ Mocha Milk Silk Hijab: <http://www.kabayarefashion.com/mocha-milk-silk-hijab.html>
- ❖ Khaki Hijabs will be on sale at the school as soon as they become available.

Another ABAYA choice can be purchased here:

<https://eastessence.com/products/biased-cut-umbrella-flare-abaya-with-frills-on-sleeves-brown-abu-011-maroon?variant=29094089261104>

**If for some reason our uniform is not available for purchase from our vendors, please reach out to the front office

Gym Uniform Ordering

Girls:

EAST ESSENCE -_(Search by School-enter Al Madina School of Richmond)

❖ GIRLS TOP:

<http://www.eastessence.com/Islamic-Clothing/Girls-Jersey-White-Stripe-Uniform-Tee.html>

- Item #GLK126-SU -- Choose Burgundy (Elementary Sizes)
- Item #LK3982W – Choose Burgundy (Pre-teen – Teen/Adult Sizes)

❖ GIRLS BOTTOM: <https://eastessence.com/collections/al-madina-school-of-richmond>

- Purchase any solid black **Yoga pants Boot Cut ONLY**

❖ Middle/High School Girls Gym Uniform:

<https://eastessence.com/collections/al-madina-school-of-richmond>

- **CHOOSE GYM SHIRT IN MAROON ONLY**

<https://www.childrensplace.com/us/p/Girls-Long-Sleeve-Knit-Skater-Dress-3003263-054>

- **CHOOSE GYM SHIRT IN MAROON ONLY**
-
-

Boys:

WALMART -

https://www.walmart.com/ip/Hanes-5370-Kid-Comfortblend-Ecosmart-Crewneck-Cardinal-Red-Extra-Small/40242197?variantFieldId=actual_color

❖ BOYS TOP Sizes:

- Item#: **555179123** Choose Maroon

❖ MEN'S TOP Sizes:

https://www.walmart.com/ip/Hanes-Men-s-Beefy-Short-Sleeve-T-shirt/36210961?variantFieldId=actual_color

- Item#: **552598905** Choose Maroon

❖ SWEATSHIRT Boy Sizes:

https://www.walmart.com/ip/Jerzees-Boys-Pill-Resistant-Performance-Fleece-Sweatshirt/54734374?variantFieldId=actual_color

- Item#: **556334923** Choose Maroon

❖ SWEATSHIRT Men Sizes:

https://www.walmart.com/ip/FAST-TRACK-Hanes-Men-s-EcoSmart-Fleece-Crew/22471481?variantFieldId=actual_color

- Item#: **563284695** Choose Maroon

❖ BOYS BOTTOM: **Choose any solid black sweat pants.**

AL MADINA SCHOOL - APPROVED OUTERWEAR

- ❖ Any solid black or solid burgundy/maroon outerwear choice is suitable for inside campus classrooms.
- ❖ NO HOODIES ALLOWED.

ALMADINA SCHOOL - APPROVED FOOTWEAR

- ❖ Any solid black socks & solid black casual shoes (No colored markings allowed)
 - (soft sole and velcro for younger students preferred).
- ❖ Upper and Lower Level Boys may wear solid black tennis shoes but will be asked to wear casual shoes for certain trips. P.E. and recess will require tennis shoes.

Notes for Boys:

- ❖ Uniform attire should be clean and pressed each day
- ❖ Sizing of the uniform items should be fit neatly and be modest (loose-fitting) -
 - no skinny leg pants or tight fitting shirts, vest, sweaters or jackets should be worn at school
- ❖ Shoes should be clean
- ❖ Boots are acceptable only during inclement weather
- ❖ Brothers must have neat and professional haircuts
 - No fad-oriented hairstyles (spiked, fades, mohawks, designs cut into hair, etc.)
- ❖ No earrings (ears, nose or tongue)
- ❖ No neck jewelry should be visible when wearing the school uniform
- ❖ Key chains, lanyards or other items should not hang from pants pockets
- ❖ No tattoos should be visible

Notes for Girls:

- ❖ The female student is to practice modesty at all times during the day
- ❖ Attire of girls must be neat, modest and practical
- ❖ Hair must be covered with a school-sanctioned scarf (khimar) that is purchased from the school
- ❖ The abaya should not be too short or too tight
- ❖ Sisters must wear the proper undergarments under their abaya
 - Pants may be worn under the abaya during cold months but they should not be visible and they must be black or maroon
- ❖ NO JEANS
- ❖ No, lipstick, false fingernails/eyelashes, large earrings nor bold jewelry should be visible

FINANCIAL GUIDELINES

*2:177 It is not righteousness that ye turn your faces toward East or West; but it is righteousness to believe in Allah and the Last Day and the Angels and the Book and the Messengers; to spend of your substance out of love for Him for your kin for orphans for the needy for the wayfarer for those who ask and for the ransom of slaves; to be steadfast in prayer and practice regular charity; to fulfill the contracts which ye have made; and to be firm and patient in pain (or suffering) and adversity and throughout all periods of panic. Such are the people of truth, the Allah-fearing.
(Translation: Yusuf Ali)*

Tuition and Fees

Tuition and Fees for each child attending Al Madina School of Richmond is outlined in the Tuition and Fees page on the Al Madina School Website at Almadinarichmond.org/tuition-fees/. All Fees are non-refundable unless specified. Here are our financial guidelines:

- **Please note that a full payment is due each month, even though school ends in May (the annual tuition is divided into 10 equal payments). Annual Fee is fully due by the end of July.**
- Families must make all the Tuition & Annual fee payment through TADS account at [TADS](#). Call TADS for help with billing inquiries at Phone: 6125483320 & Toll Free 8004778237
- Al Madina School may increase tuition 2-5% due to the increase in the cost of living and inflation.
 - Parents will be notified of this during the summer.
- Student(s) will be **indefinitely suspended** if tuition and all other fee payments are not made by the last day of the month; and student(s) may not attend school until full payment has been made.
- The student(s) will not be readmitted to the school if there is an outstanding tuition and/or fees balance from a previous semester or academic year.
 - Additionally, diplomas, certificates, academic records, transcripts, teacher references, etc. will NOT be released to other schools or to parents.
- If a family decides on an extended absence or withdraws their child from Al Madina for a temporary period of time to return during the same academic school year, the parents remain responsible for full tuition payment for the school year.
 - This applies to all students in PK – 12th Grade. If a family decides to withdraw their child from Al Madina before the end of the school year, they must send a notice in writing with their signature, a **\$100 Early Withdrawal Fee** in addition to any outstanding tuition and/or fees.

***Parents must sign and acknowledge the Student/Parent Handbook which states that they are legally responsible for the payment of all tuition and fees.**

After School Program Fee

- ❖ Late Departure or Pick-up:
Students are sent to the After School Program.
 - **A late fee of \$15.00** per every half an-hour/per child will apply.
 - Parents must park and come into the school building to pick up their child(ren) and pay the late fee.
 - Pre-K half-day students are dismissed at 12:30 pm; the late fee is applied after 12:45 pm
- ❖ Parents must call the school office if they cannot pick up their child(ren) on time and late fees will still apply.
 - This also applies to carpool students.

A PARENT’S PLEDGE

My interest and involvement with my child's education will promote a positive attitude toward learning and academic achievement. As a parent, I pledge to:

1. Try to be an Islamic model for my child.
2. Spend time talking and listening to my child every day.
3. Praise my child for having done good work in school and for his/her good Islamic behavior at home and school.
4. Help my child develop self-confidence and self-discipline.
5. Talk with my child’s teacher about his/her progress in school.
6. Talk with my child about schoolwork.
7. Set a regular time and place for schoolwork. During this time, there will be no television, no radio, no games or internet, and no phone calls.
8. Encourage reading, read to my child, and listen as my child reads to me.
9. Make sure my child gets healthy meals, enough sleep and good exercise every day.
10. Love my child enough to say ‘NO’ when necessary.
11. Help my child discover the joy that learning and thinking bring at any age.
12. Always try to instill in my child (Taqwa) righteousness by having him/her practice salat (prayer) and the rest of the pillars of Islam, and to please Allah (SWT) in whatever they do.
13. I will accept school rules.
14. I will follow all Islamic guidelines for discipline.

RECEIPT OF PARENT/STUDENT HANDBOOK

Parents: Please sign and submit **one for each student** to Al Madina School Office

We, the parents/legal guardian of _____ of grade _____

student's full name

I (we) acknowledge the receipt of the Parent/Student Handbook. We have read this Parent/Student Handbook and shall to the best of our abilities abide by its rules, Insha'Allah:

Mother's/Guardian Name in Capital Letters

Father/Guardian Name in Capital Letters

Signature

Signature

Date: _____

Date: _____

----- Acknowledgement of The Acceptable Use of Technology and Internet Safety Policy

STUDENT AGREEMENT:

I understand and agree to abide by Al Madina's **Acceptable Use of Technology and Internet Safety Policy**.

I understand that the school may access and monitor my use of the computer system, including my use of the internet, email and downloaded material, without prior notice.

I agree to act responsibly at home by adhering to the following usage:

- ❖ Use technology/internet **only** with my parent's permission
- ❖ Use technology/internet appropriately and only for the reason I request permission from my parents
- ❖ Use technology/internet for the length of time allowed by my parents

I understand that should I violate the Acceptable Use Policy or Regulations, my technology/internet privileges may be revoked and disciplinary action implemented, and/or legal action may be taken.

Student Name (Please Print):

Student Signature:

Date:

PARENTS AGREEMENT:

I have discussed the terms of the technology/internet policy, regulations, and agreement with my student.

- ❖ I grant permission for my student to use the school's technology/internet in accordance with Al Madina's **Acceptable Use of Technology and Internet Safety Policy**
- ❖ I agree for Al Madina School to issue an account for my student
- ❖ I assume responsibility for my student's appropriate use of the school's technology and internet

Parent or Guardian Name (Please Print):

Parent or Guardian Signature:

Date: